



## Self-service photography guide

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This guide applies to the research service which governs access to the following collections: archives, deceased fellows' biographical records, museum items in storage, rare books and special collections.

This guide covers research service users taking images of collection items using their own equipment. There is no charge for this service. But permission must be obtained from staff in advance.

- Any personal device may be used to take images as long as the following conditions are met.
- Use of the device does not disturb other users or the general quiet nature of the study area. All devices must be in silent mode.
- Use of the device does not pose a threat to the safety of the items, or of other people
- Flash is turned off and cameras, camcorders or digital cameras are in still photography mode

### Copyright

Items in the collections may still be in copyright. Copying of such items where the RCP does not own the copyright, may only be licensed by staff within the restrictions of fair dealing, for the purposes of non-commercial research or private study.

### Further use

If images of collection items are required for further reproduction or publication, additional permissions must be obtained from the RCP before usage. For items in copyright, where the RCP does not own the copyright, permission must also be sought from the copyright holder.

### Care of collections

Preservation needs take priority and items must be handled with care at all times.

- Handling instructions provided by staff must be adhered to
- Fragile items or items in poor condition may not be suitable for copying
- Tripods and external lighting cannot be used for photography

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August 2018